



DATA COLLECTION AND MANAGEMENT *for Street Outreach Providers*



Table of Contents

1. Establish Clear Data Standards	4	4. Regularly Analyze Data and Put It Into Action	15
Develop Data Policies That Center Participants	4	Leverage Existing Hud Reports	15
Align with HUD's Data Standards for Street Outreach Programs	7	Review Data on Multiple Levels	16
2. Employ Efficient Processes and Technology For Data Collection	9	Putting Street Outreach Data into Practice	18
3. Define Key Performance Indicators of Success	12	Strengthen Analysis Through Disaggregation and With Qualitative Data	19
Exits to Permanent Housing	12	Establish Regular Reporting Practices	20
Length of Time from Unsheltered Homelessness to Housing	13	Resources from HUD	20
Interim Services Provided	14		

Some links in this document may no longer be accessible due to updates or removals on federal websites. Please check back later, as they may be restored.





One of the five core elements of Housing-Focused Street Outreach is using data and impact analysis to inform decision-making. An impact analysis should be based on reliable, consistent, good-quality data. This guide is meant to supplement the data content within the Housing-Focused Street Outreach Framework by providing more granular details about the “how-to” of street outreach data collection and management. It discusses key considerations around:

- ▶ establishing clear data standards for street outreach programming throughout the Continuum of Care (CoC);
- ▶ employing efficient processes and technology;
- ▶ defining success indicators; and
- ▶ regularly analyzing data and putting it into action.

A Note on Participation in HMIS

Because U.S. Department of Housing and Urban Development (HUD) programs form the backbone of homelessness response systems, this document focuses on data collected and maintained in Homeless Management Information Systems (HMIS). HMIS looks different from community to community, but all are required to uphold HUD data standards and can produce similar reports. Street outreach programs that are not HUD-funded can also participate in their local HMIS, although the extent to which this happens varies significantly. It is likely that not all street outreach programs in a CoC will participate in HMIS. Still, it is helpful for all street outreach programs to understand what data the homelessness response system is required to collect and report. To the greatest extent possible, it is useful for non-HUD-funded, housing-focused street outreach programs to align with HUD data definitions and data collection requirements. Ideally, street outreach programs can work with their local HMIS administrator to gain access to HMIS or to build a bridge between data systems, so that all data can end up in HMIS (even if individual street outreach staff are not entering into HMIS directly). Thus, the guidance in this document should also be helpful for street outreach providers that do not enter into HMIS.



1.

ESTABLISH CLEAR DATA STANDARDS

When communities align on one set of data standards, it helps to facilitate collaboration across programs and service providers: everyone is tracking the same metrics and working towards shared goals. Ultimately, system performance is a result of all programs operating within a CoC.

Develop Data Policies that Center Participants

Respect for program participants should be at the center of data policy development and implementation. HUD's [Coordinated Entry Notice](#) contains detailed guidance and should be consulted in depth. Providers must be good stewards of personal data.

CoCs should work with people directly involved in data collection—including direct service staff and people with lived expertise—to set up standards.

Policies should be written down in an easily accessible handbook, accompanied by trainings offered at regular intervals.

Staff should periodically revisit these policies and trainings to ensure they remain relevant. At a minimum, policies should cover the following items:

- ▶ **Data storage:** how to treat data collected on paper and how to secure devices that contain personally identifiable information.
- ▶ **Data sharing:** how personally identifiable information can be communicated verbally and in writing, and how data can be shared with partners.
- ▶ **Data quality:** practices for regularly reviewing accuracy and completeness.
- ▶ **Grievances:** so that people have recourse if they feel they have been improperly treated.

Data collection begins when street outreach staff meaningfully interact for the first time with a person experiencing unsheltered homelessness in the area. Policies outlining data collection expectations should be articulated clearly. Communities may vary in their approach to initial data collection depending on their local needs and capacity. Some may choose to require earlier data collection, such as upon first contact with any person experiencing unsheltered homelessness, while others may define a threshold, such as a street outreach worker conversing with someone multiple times.



More data on unsheltered homelessness is critical to helping a community understand its unmet needs.

If done well, strong data collection can promote better coordination within and across street outreach teams. However, this approach may not be feasible given the scale of unsheltered homelessness in a jurisdiction, and the risk of poor data quality might outweigh any potential benefits from collecting it.

The data entry policy should align with policies around caseloads. As street outreach staff begin to regularly engage a new person, they must enter basic information into HMIS. Even if the entry is based on observational information (like a person’s location), or identifying characteristic (like the make and color of their tent), it should be clear and specific enough to ensure it is usable for other street outreach staff or programs. Aliases (nicknames or street names) and contacts can

be recorded prior to the person signing a Release of Information and becoming “engaged” with a project. During subsequent interactions, street outreach staff should go over with the participant how the data is used and ask for their consent. Over time, staff can update a participant’s HMIS profile to reflect a more accurate picture of them.

Similarly, data sharing protocols should align with policies around street outreach team collaboration. Participants should be associated with one project in HMIS, even if they are working with multiple street outreach staff from different organizations. Clear coordination mechanisms should dictate who is the primary case manager, and that person should enroll the participant into their HMIS project. The primary case manager will ultimately be responsible for data entry and quality. Depending on local Release of Information policies, other organizations may play a role in viewing, supporting, and maintaining data as well – balancing care for participant privacy with streamlining workflow across teams.





Informed Consent in Practice

Building rapport and communicating clearly and honestly facilitates informed consent. It is important for street outreach staff to explain the Release of Information. Explanations should be succinct but thorough, covering why they are asking questions, how that information will be used, who else can see it, and if they can choose to rescind their participation. Ultimately, the participant decides what to share and when to share it; they cannot be denied services if they choose not to disclose information (unless information is required for program entry). It might take several engagements before a person is willing to share their information.

Here are some ways outreach staff can talk about data:

- ▶ “Getting to know each other will help me be the best support I can be. There might be resources you qualify for that I would not know about unless we talk about some of these things, like veteran and disability status. I understand that this is sensitive information. If there’s anything that would help you feel more comfortable, please let me know.”
- ▶ “It is helpful to share data with other folks working in this area. That means we each don’t need to ask you the same questions repeatedly. It means we’re better able to coordinate our services. We only share this data on a secure platform, so only people who absolutely need to know will have access to it. We would never share anything you tell us with anyone not listed on the Release of Information.”
- ▶ “It is important for us in [Community Name] to know how many people are experiencing unsheltered homelessness and a bit about them. This helps us figure out what resources are needed in our community and how we can better respond to homelessness. For example, because we ask for zip code of last residence, we were able to figure out that a lot of seniors on the west side were getting evicted by new property managers and losing their homes. So last month, the city started a new program to help prevent that.” [This should be substituted with a real example of how data was used to improve programming in the community.]

As the relationship builds over time, data should be updated until it meets data quality standards and represents the most accurate picture of the participant.



Align with HUD's Data Standards For Street Outreach Programs

HUD's [HMIS Data Standards](#) outline data collection requirements across all homeless services. Street outreach programs must collect two types of data elements:

- ▶ **Universal data elements** (UDEs), which record basic information about people served in any project type, across all projects required to report in HMIS (including street outreach)
- ▶ **Program-specific data elements**, which include more detailed information about the participant, including their health history (e.g., chronic health condition), income, and benefits

This information aligns with HUD's 2024 standards and is subject to change in future years.

Field	Tips	Why is this Useful?
Universal Data Elements		
Identifying Information (Name, Social Security Number, date of birth, relationship to head of household)	Continually update and improve data quality as engagement progresses and trust is built. Quality standards apply after the "Date of Engagement."	Demographic information is how people are identified across the homelessness response system. It ensures people are not double counted and is necessary for program enrollment. Regularly-updated contact information is key to maintaining connections with people, particularly those experiencing unsheltered homelessness, and is crucial to ensuring referrals (including matches to housing) are successful. Importantly, demographic characteristics can also be used in analysis to understand if the system is serving people equitably.
Demographic details (Race, ethnicity, gender, veteran status, disabling condition)		
Prior living situation		
Project enrollment (Start and exit dates, destination, housing move-in date)	Exit people from the street outreach project upon entry into housing or after a period of inactivity, like 90 days of no contacts.	This information establishes a link between the participant and street outreach project. It is useful in understanding street outreach staff caseloads and ensuring no duplication of effort across providers. Understanding when and where people exit unsheltered homelessness is crucial to monitoring program and system performance.



Field	Tips	Why is this Useful?
Program- Specific Data Elements		
Current living situation	Record each contact with participants, including before formal engagement. Add case notes each time to document needs and progress towards housing goals.	Building up a contact history helps document a person's homelessness and demonstrate their eligibility for HUD programs. Across participants, contact history can also be analyzed to understand how long certain steps towards housing take. It is also helpful to know how many people street outreach staff are interacting with, even if they are not formally enrolled in a project. This data can indicate the real size of their caseload – which can be used to determine if more staff are needed.
Date of engagement	Considered the person's "entry" into the street outreach program, as defined by local policies.	It indicates who is or is not a participant of a street outreach program, which helps a community understand how people's trajectories are influenced by participating in a program and receiving services (i.e., the effectiveness of the project).

A CoC or street outreach program may choose to collect data beyond what HUD requires,

such as referrals made to outside providers (e.g., healthcare) and whether they are fulfilled; reasons people became homeless and zip code of last residence; and resources or services people say they need to end their homelessness. These add-ons depend on the scope of the street outreach program (what it offers) and its goals (what success looks like). Any additional data collected should be optional and have a clear connection to how it will help someone enter housing. Make sure its usefulness outweighs its data collection burden.

It can be helpful for a street outreach program to first establish performance indicators and work backwards to see which data needs to be collected to measure them.

See [section 3](#) for more information.





2.

EMPLOY EFFICIENT PROCESSES AND TECHNOLOGY FOR DATA COLLECTION

Spending valuable time in the field working with people towards their goals is absolutely the central focus of a street outreach worker's job. Data systems should cut down the amount of time street outreach staff spend completing data-related tasks, and help staff to show the benefits of their efforts. The approach should be standardized across all street outreach programs within a CoC to whatever extent is practical. This doesn't mean that individual organizations can't or shouldn't innovate if they are able to, but it does mean that baseline expectations should be consistent across programs. If technology proves particularly helpful for one program, a CoC may consider ways to promote broader adoption of the technology (for example, endorsing a specific system or identifying funding sources).

Some street outreach programs rely on pen and paper to collect data in the field. This method does not require investment in additional resources or staff training and is always reliable. Technology does offer advantages if it is available. It could be as simple as tablets or laptops that enable street outreach staff to access HMIS while in the field. It could also include other software or applications that are not HMIS and can be more easily used while in the field via a mobile phone.

A key benefit of a technology-based approach is to save time by enabling direct access to HMIS (or a comparable system that feeds into HMIS) while in the field.

This reduces the data entry burden on the street outreach worker and frees up time for other activities. If a technology is not reducing the burden of data entry effort, it may not be worth it.



Tips for Effective Data Collection

Paper Forms

Technology

Respect Participant Confidentiality

Protect data collected on paper. Decide if paper forms should be shredded upon entry into HMIS or filed securely. Either way, ensure that the information is not accessible to anyone who does not have permission to see it. Paper forms should not, for example, go home with a street outreach worker at the end of the day.

Talk about the use of technology with participants. Why are street outreach staff using a tablet or a laptop? Where does the information entered into the tablet go? Who can see it? Share this information with participants and ask if they have any questions or concerns. Street outreach staff should be trained to approach these conversations in a trauma-informed way.

Align with HMIS

Use a standard paper form that mirrors what ultimately needs to be input into HMIS. This helps street outreach staff remember what elements they need to ask about and record while in the field. It also makes data entry faster and easier.

HMIS is the primary home for street outreach data – at the end of the day, that’s where the data needs to go. Technology that enables direct entry into HMIS while in the field (e.g., tablets) is ideal. If the technology is not HMIS (e.g., some other system or application) it should be set up to migrate data automatically at regular intervals (e.g., the end of the day or week).

Standardize procedures

Write down notes. Do not rely on memory, especially if visiting multiple different participants while in the field. If notes are not written during a conversation with a participant, they can at least be written as soon as the street outreach worker arrives back at the car or office.

Establish procedures for appropriate use of technology and identify back-up plans. Maybe technology is not used until the participant is engaged with the project. Have paper backups handy in case the technology doesn’t work in the field, like if the battery dies or if Wi-Fi is not accessible.



No matter how it is collected, data that a participant has consented to share should be entered in a timely manner to promote accuracy.

Even if technology is used in the field, there may be elements like case notes that need to be completed back at the office after outreach concludes for the day. For regular data entry, choose a timeframe that makes sense depending on common street outreach staff schedules – for example, by the end of the day or within 24 hours. Find ways to encourage street outreach staff to stick with this practice, such as setting up a recurring calendar invite for data entry time at the end of every shift, or reserving a conference room space for the whole team to complete data entry together. Street outreach staff will have

variable schedules and data entry should not get in the way of meeting important deadlines. If an apartment viewing is scheduled for the end of the day on a Friday, of course it is a priority to take the participant to that appointment! As much as possible, though, try to set consistent standards and hold to them.

It is also helpful to identify data quality problems before it's time to submit required HUD reports. This gives street outreach staff more time to address the issue and promotes a data quality mindset. **Identify how often data quality checks should be performed (e.g., monthly or quarterly), who initiates the process (e.g., HMIS lead or the organization), and the timeline for corrections.**





3.

DEFINE KEY PERFORMANCE INDICATORS OF SUCCESS

Successful Housing-Focused Street Outreach results in people obtaining permanent housing. All housing-focused street outreach programs can contribute to this overarching goal and regularly track progress towards it. It is important to define indicators of success, which often include a) exits to permanent housing, b) length of time from unsheltered to housing, and c) interim services provided.

This section speaks most directly to CoC-wide HMIS data reporting but can be adapted by individual street outreach programs that do not participate in HMIS.

Exits to Permanent Housing

This concept is often operationalized as the percentage of people engaged with street outreach programming **who exit to a permanent housing destination**. Additional calculations can provide further context, such as:

- ▶ **Examining** both the number and percent of people who exited street outreach programming to permanent housing
- ▶ **Looking** at success over different lengths of time (by month, quarter, or year)
- ▶ **Contrasting** percent of exits to permanent housing with percent of exits to other destinations
- ▶ **Disaggregating** successful exits by demographic characteristics (e.g., race and ethnicity) and personal history (e.g., length of time homeless; vulnerability indicators like assessment score or specific diagnoses; interactions with other systems like criminal legal or healthcare)
- ▶ **Measuring** exit rates and destinations by street outreach engagement status: people not engaged with street outreach programming, people contacted by but not engaged with street outreach programming, and people engaging with a street outreach program
- ▶ **Comparing** housing outcomes over time or across street outreach programs (given sufficient data quality and similarity of program scope) to identify best practices that can be shared with and supported by the whole system



Returns to homelessness is another indicator to look at to examine the permanency of exits to housing.

How many people return after 6-, 12-, 18- and 24-months? Among those who return, how many were originally experiencing unsheltered homelessness or working with a street outreach program? What kind of housing did they exit to? Examining returns to homelessness can shed light on ways to improve the durability of success system-wide and suggest key intervention points for street outreach staff.

Length of Time from Unsheltered Homelessness to Housing

Understanding how long each step towards housing takes can illuminate where there might be bottlenecks in the system. For example, consider the length of time from:

- ▶ First experiencing homelessness (based on self-report) to first street outreach contact
- ▶ First street outreach contact to date of engagement
- ▶ First street outreach contact or date of engagement to Coordinated Entry (CE) assessment completion
- ▶ CE assessment completion to permanent housing referral
- ▶ Housing referral to move in (potentially to include interim steps like date matched to housing program, date documentation completed, date housing selected, and date move in complete)



Tracking Encampment Response

Concerted efforts to respond to encampments with housing and services benefit from targeted data analysis. In other words, it is useful to closely monitor each step of the housing process for residents of a particular encampment separate from broader street outreach engagements. To do so, set up a unique project in HMIS (using the street outreach project type) for each encampment receiving focused attention. Street outreach staff can then enroll people into the project associated with the encampment they reside in. Then, staff can easily run encampment-specific reports. This information can be used in real time to monitor and support progress towards housing. Data can also be analyzed across different encampment response projects to determine which factors contribute to faster housing move-ins.



Interim Services Provided

Housing is the goal, but street outreach staff provide several other services while working towards that. These might be worth tracking to see how they contribute to a person's wellbeing. One way to operationalize these in data is to look at the percentage of street outreach participants who achieve certain milestones related to these services.

For example:

- ▶ **% enrolled** in street outreach programming with CE assessment completed
- ▶ **% connected** with benefits like Medicaid, SNAP, SSDI
- ▶ **% with completed documentation** like identification, disability, and chronicity verification
- ▶ **% interacting** with emergency shelter or other crisis housing
- ▶ **% referrals** to outside services like healthcare that are fulfilled
- ▶ **% housing acceptance** among those offered a placement
- ▶ **% who continue engagement** (versus exiting to "unknown" or other non-permanent destination)



Individual providers or teams may select from this list based on the services they specialize in. For example, a street outreach program with SOAR-certified staff (Supplemental Security Income/Social Security Disability Insurance Outreach, Access, and Recovery) may focus on benefits access, a youth-focused street outreach program might track education or employment milestones among participants, and a street medicine program may add measures around health needs and progress towards meeting them. Programs and system leads should work together to determine which metrics might be appropriate to incorporate into regular tracking. The "north star" goal is still permanent housing.

Programs should take care to prioritize metrics that focus on participant outcomes as opposed to program outputs.



4.

REGULARLY ANALYZE DATA AND PUT IT INTO ACTION

Consistently tracking and reporting out data is key to ensuring it is used to improve program and system performance.

Leverage Existing HUD Reports

Relying on common HUD reports is simple and straightforward. Street outreach projects, however, are left out of most common HUD reporting, including [Longitudinal Systems Analysis](#) (LSA) data, which means they are not in [Stella P](#) and the [Annual Homeless Assessment Report](#) (Parts 1 and 2). And, there is no equivalent to the [Housing Inventory Count](#) (HIC) for projects without beds to understand their capacity. There are still many helpful options from HUD:

- ▶ **System Performance Measure 7a** tracks “successful placement from street outreach.” HUD’s published [CoC-level dataset](#) breaks down exits to temporary and permanent housing destinations during the reporting period. This metric includes all people in street outreach projects who exited during the reporting period (i.e., not only people with a date of engagement).
- ▶ **Performance Reports** are required by recipients of HUD funding, including the Consolidated Annual Performance Evaluation Report (CAPER) for Emergency Solutions Grants recipients

and the Annual Performance Review (APR) for CoC Program recipients. These reports include basic information about the total number of people and households served by a project, including household characteristics, length of participation, and exit destination. Projects for Assistance in Transition from Homelessness (PATH) recipients also submit a [PATH Annual Report](#) similar to the CAPER & APRs, but which also includes a breakdown of the number and types of services provided as well as outcomes including income, health, and housing.

- ▶ **Eva, HUD’s Data Quality Assessment tool**, illuminates problems due to incomplete or inaccurate information. It flags project-level, organization-level, and system-level errors, and even suggests solutions. It displays basic information like the number of people currently in a project and the number who have exited. New functionality focuses on system performance, including charts displaying system flows, demographics, and housing statuses, which can be filtered to non-residential projects. Eva is readily available via the web and can be accessed at any time,



independent of reporting schedules. It can be used not just for system-wide data but also to examine project- or provider-level data quality.

- ▶ **Point in Time Count** data is often the best approximation of the scope of unsheltered homelessness in a community. Information from the PIT Count can help inform street outreach project development: it can indicate trends in the number, demographic composition, and possible location of people experiencing unsheltered homelessness. It is important to note, though, that data from the PIT Count can be limited by methodological choices and seasonal variability in unsheltered homelessness, among other factors.

To go deeper than the reports outlined above, CoCs generally must work with their HMIS vendors to build and access customized reports. If possible, this level of robust reporting can be highly beneficial.

Review Data on Multiple Levels

Data review on multiple levels can provide key benefits, including:

- ▶ **Individual:** to provide key insights about each participant's needs and journey towards housing
- ▶ **Program:** to learn valuable insights about organizational performance
- ▶ **System:** to generate new project ideas, bolster requests for funding, and spur policy changes to better serve people experiencing homelessness in the CoC

Street outreach staff and HMIS lead agencies should work collaboratively to maintain and review data on each level. This table illustrates examples of these roles, noting that it is likely to be different community by community.

Level	Street Outreach Role	HMIS Lead Agency Role
Individual	Maintain complete, accurate, and up-to-date information in HMIS & be mindful of next steps for each participant on their caseload.	Pull by-name list or active participant list from HMIS to be used in street outreach case conferencing. If this information is not stored in HMIS, maintain clean and up-to-date participant list.
Program	Regularly set aside time to review data (including data quality) and meet internally to discuss factors that might influence performance.	Share project-specific reports with each agency in the CoC. Flag data quality issues at regular intervals before HUD reports are due, sufficiently in advance to ensure time to correct any errors.
System	Participate in policy meetings and other opportunities to share insights based on experiences working directly with people who are unsheltered.	Assemble data to inform proceedings at CoC meetings. Create simple visualizations to share with CoC members and the broader community to facilitate better understanding of unsheltered homelessness and response.



Some CoCs may decide it is beneficial to set performance benchmarks for street outreach providers within their jurisdiction. If this choice is made, take care not to incentivize quantity over quality. A lot of effort street outreach staff put into their jobs is not easily quantifiable, like building trusting relationships over time. Consequently, if performance benchmarks are established, it might be more useful to focus on process indicators, such as:

- ▶ maximum allowable data quality error rate
- ▶ current caseload and consistency of engagements with participants on caseload

Whichever metrics are chosen should help street outreach staff determine what their priorities should be amidst the competing demands on their time.





Putting Street Outreach Data into Practice

Here are some examples for how individual, program, and system data can be used.

Individual: The average length of time to assemble needed documentation in Example CoC is 14 days. One person who has been referred to a housing program still does not have completed documentation after one month. HMIS staff flags this at a biweekly case conferencing meeting. Their street outreach staff person shares that this person was born out of state and has difficulty accessing necessary identification. The group discusses strategies for addressing these barriers. One street outreach staff person shares a resource they're aware of that pays for interstate mail for birth certificates. They decide to check-in offline about whether this next step is successful.

Provider: The HMIS Lead notices that Example Agency has significantly more people with a project start date than a date of engagement, and the number of people with a date of engagement is lower than caseloads they are expected to manage. They set up a meeting to discuss and decide on next steps.

- ▶ First, the HMIS Lead will provide new staff at Example Agency with training on these data elements and how to apply them.
- ▶ Second, staff at Example Agency come together to discuss their approach to balancing the time they spend interacting with new people experiencing unsheltered homelessness in the area and working with participants on their caseload. They decide to strengthen their collaboration with a neighborhood mutual aid organization who can provide basic necessities to new participants while they focus the bulk of their time meeting housing goals of participants on their caseloads.
- ▶ In six months, they'll check in about this approach. The HMIS lead agency runs a report that shows them two things: first, that the number of people with a date of engagement is roughly equivalent to their expected caseload size, and second, that in the last three months the length of time from referral to housing move-in decreased by 7 days. Buoyed by their success, they share their approach with other outreach providers in the area.



System: In advance of a quarterly Coordinated Entry meeting, the HMIS Lead Agency pulls reports on average length of time to housing move-in by system pathway. In reviewing the data during the meeting, committee members observe people staying in shelters have a shorter length of time to housing than people working with the street outreach program.

- ▶ A committee member who is a street outreach worker says that their participants seem at a disadvantage to reach the top of the priority list because one of the factors is length of most recent homelessness episode.
- ▶ Because their participants sometimes are held in a jail overnight (due to a city law that criminalizes sleeping in public parks and other common areas), unsheltered participants' most recent episode is often much shorter, even though they've been experiencing homelessness off and on for a long time.
- ▶ The CE committee discusses alternatives and suggests a new approach to measuring length of time homeless. After this idea is properly vetted through CoC channels, they will pilot the approach and reassess the data after 6 months to observe changes, and continue to make improvements from there.

Strengthen Analysis Through Disaggregation and with Qualitative Data

To learn more about how well the local homelessness response system is functioning, disaggregate quantitative data and pair it with insights from qualitative data.

- ▶ **Data disaggregation** will show if people have different experiences due to their race, ethnicity, age, length of time homeless, gender identity, and other characteristics and life experiences. Because of historic racism and inequities in housing and homelessness, it is especially important to disaggregate data by race and ethnicity. Unless directly linked to Coordinated Entry prioritization factors, no characteristic

should be a determining factor in system outcomes. HUD's [Data & Equity: Use the Data You Have](#) resource provides more guidance on this topic.

- ▶ **Qualitative data** provides context to numerical trends and adds nuance that can't be captured in a data point. It resonates with people powerfully and is a natural extension of quantitative efforts. There are many ways to incorporate qualitative data, ranging from easy to implement to more resource- and time-intensive strategies. One way to do this is for case managers to conduct exit interviews and document closing case notes, which can be used to understand how the program worked and can be improved. HUD's [Qualitative Data 101 Guide](#) provides more information and examples.



Establish Regular Reporting Practices

Embed data review into existing infrastructure, like standing CoC committees, CoC communication channels, and public engagements. Consider what data should be shared, to whom, and at what intervals. It is often helpful for the HMIS Lead Agency to take a driving role: they are knowledgeable about reporting requirements and tools available to support analysis, can run

reports across programs, and should have staff time to devote to this activity. Street outreach staff, along with people with lived experience, should also participate in data and policy review to share insights based on their experience.

Homelessness response systems are continuously improving, seeking better and more efficient ways to serve people. Data plays an essential role and should be shared and discussed throughout the year.

Resources from HUD

[HUD's Emergency Solutions Grant Program HMIS Manual](#) contains helpful tips about street outreach data collection, including best practices around the temporary use of aliases.

The [PATH Program HMIS Manual](#) is a comprehensive resource with detailed definitions, checklists, and a workflow chart for PATH programs.

The toolkit on [People with Lived Experience and Expertise of Homelessness and Data Decision-Making](#) includes helpful background and template materials like onboarding slide decks.

Guidelines for [Introduction](#) and [Using APR and CAPER Data](#) are a helpful start to understand performance reporting, as well as the [HMIS PATH Annual Report Programming Specifications](#) for PATH programs.

HUD provides a lot of detail on possible use cases and considerations for sharing data in the following resources:

- ▶ [Homelessness and Health Data Sharing Toolkit](#)
- ▶ [Leveraging Integrated Data to Support & Enhance COVID-19 Responses](#)
- ▶ [Public Housing Authority Data Sharing Agreements](#)
- ▶ [Emergency Data Sharing for Public Health or Disaster Purposes.](#)

endhomelessness.org

(Tel) 202.638.1526

(Fax) 202.638.4664

thecenter@naeh.org



National Alliance to
END HOMELESSNESS